

Department of Health and Family Services  
Division of Children and Family Services

To: County Human and Social Service Directors  
DCFS/Bureau of Milwaukee Child Welfare

CC: DCFS/Bureau of Programs and Policies  
DHFS/DMT Bureau of Fiscal Services  
DHFS/OSF Area Administration  
eWiSACWIS Project Team  
Department of Public Instruction

***eWiSACWIS Program  
Operations Memo***

**No: 2004-03**  
**Date: August 20, 2004**

From: DCFS/Office of Policy Evaluation and Planning

Subject: Federal Title I Reporting Requirements for Children in Out-of-Home Care

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**Topic Areas:** Out-of-Home Placement Documentation and School District Code Reporting Requirements

**Effective Date:** August 20, 2004

**Purpose:** This memo provides direction to agencies regarding eWiSACWIS data needed to meet federal Title I reporting requirements that affect federal funds allocated to local school districts.

### **Overview of School District Reporting Requirements and Reporting Process**

The federal Department of Education (DOE) provides local school districts with funding for meeting the educational needs of school-age children who were in out-of-home placement at the time they attended a specific school within the district. Funds are allocated at approximately \$1400 per child for the school districts indicated in the Title I report submitted to the federal DOE. This represents a significant source of funds for local schools to meet the educational needs of children who are in out-of-home care.

While school district codes could be documented in eWiSACWIS in the Person Management window and the Education Record window, these fields were not required and did not link to the child's specific placement at any point in time. As such, data needed to meet the Title I federal reporting requirements was often missing from one or both of the above fields or may not have been accurately recorded or kept up to date with the child's current placement.

As part of the June 26, 2004 Maintenance Release, eWiSACWIS was enhanced in order to more reliably and accurately capture school district information. This change included moving the school district code used for Title I from the Person Management window to the Out-of-Home Placement window and making the field required when a placement is entered into the system. Once this placement is approved, the school district code is not editable. Therefore, it is critical that the staff and supervisor ensure the accuracy of the school district code information before supervisory approval of the placement.

School district information, as well as other information pertinent to the child's education, can continue to be documented in the Education icon. The Educational window is designed to record the educational history of the child, including special education activities. School District information entered on the Education window will not affect the Title I report. The DCFS has not mandated the use of the Education window and use is directed by local agency policy and procedure.

Prior to June 2004 Maintenance Release, this data was not required in either of the previous fields and may not have represented the most current school district attended at the time of the above release. As such, the Division was not able to convert existing data accurately. Given these conditions, the cases in placement open at the time of the June release were given a proxy school district code. These codes now need to be corrected to reflect accurate school district information and the Division has developed an electronic data conversion process to handle the corrections. The section below provides an overview of the correction process. This process is described further in the upcoming DCFS Numbered Memo on Title I Reporting Requirements.

### **School District Code Correction Process**

The Division will be issuing a Numbered Memo to direct counties regarding the process that will be used to correct converted school district code data. The process will include the following steps:

- Issuance of an EXCEL file to each county listing the cases to be corrected.
- County completion of the EXCEL file and submission to the Division.
- Electronic updates to existing school district code data in eWiSACWIS.

In October 2004, the DCFS will issue a preliminary report listing cases subject to Title 1 reporting requirements with the corrected school district code data to the state Department of Public Instruction and to the individual counties and the BMCW.

### **Other Documentation Considerations**

For reporting purposes, when a child enters or is moved from one placement provider to another, the school district code selected should represent the district that has primary responsibility for the child's education, or the "home district." Generally, the school district code will reflect the school the child is attending while the child resides with a specific placement provider. However, the following circumstances depict where alternate school district codes should be used:

- If a child lives with a placement provider in one school district, but attends school in another school district, the school district code for the district where the child is physically attending school is to be used.
- If the child attends school outside of the "home district," but the placement provider does not change, the school district code *cannot and should not* be changed unless or until a new placement is documented, at which time the correct code is to be entered. Examples of this situation include when a child temporarily attends to an out of district parochial or private school or moves into a new school district when transitioning to different grade levels but remains with the same provider.
- If the child attends a local parochial or private school while placed with a provider, the "home district" of the provider is to be documented as the public school district code the child would otherwise be attending during that placement.
- If the child is removed from his/her home or moves from a placement provider in the community to an institution, detention facility, or residential child caring center (RCC), use the school district where the secure or residential placement provider is located. These placement settings do not the amount of federal Title I funds received by the state.

We very much appreciate your continuing efforts to use eWiSACWIS to ensure all available Title I funds are allocated to local school districts to more effectively meet the educational needs of children who are in out-of-home care.